



Coordinator Checklist



Use this Coordinator Checklist to guide your organization's activity with this project.

DO ASAP! -- Signing Up to Participate!

Check When Completed!

- ☐ Determine date, time, and location for residents to pick up their NEW compost bins. The bins will be delivered the week of June 16 directly to you! **Bins MUST BE ordered in exact multiples of 20 (i.e., 20, 40, 60).**
- ☐ IMPORTANT! Complete the Participation Form and Customized Information Sheet with your organization's specific information and return both to the Maine State Planning Office, Waste Management & Recycling Program using the self-mailer or by faxing (207/287-6489). Once this information is received, a customized master Order Form and Poster will be created and sent to you.

Promoting Bin Sales

- ☐ Distribute Order Forms to residents through mailings, local businesses, town meeting, municipal buildings, etc. Consider using Boy Scouts, Girl Scouts, or other local groups to distribute the forms at the recycling center.
- ☐ Hang up Posters in high foot traffic areas throughout the community (such as grocery stores, town offices, recycling center, library, etc.) to promote the sale.
- ☐ Display a Sample Compost Bin (see "Participation Form" to request one) to help promote the sale and provide residents with a "real life" example of the bin. Be sure to locate it in a high traffic area.
- ☐ Call the Maine State Planning Office, Waste Management & Recycling Program (207/287-8934) to request a free Video Tape promoting the Earth Machine™ for play on local cable stations.
- ☐ Complete the Press Release by filling in your specific information and send it to local daily and weekly newspapers that cover your community's events. The Sample Press Release will guide you on the information needed. Also, consider a "Letter to the Editor" promoting the bin sale.

Submitting Your Order!

- ☐ Fill out the top portion of the **Tracking Form** (Organization, Contact and Phone Number).
- ☐ Accept **ONLY** completed Order Forms and **checks** payable to *Northeast Resource Recovery Association* or *NRRA* (or checks payable to your organization if sale is a fundraiser).
- ☐ Use the **Tracking Form** to document each order as the Order Forms and checks come in. **IMPORTANT -- please keep the checks in order** as they appear on the **Tracking Form**.
- ☐ Collect Order Forms and checks from your residents until **May 22, 2004**.
- ☐ Make a copy of the **Tracking Form(s)** for your records and mail the original **Tracking Form(s)** and the check(s) payable to the Northeast Resource Recovery Association using the **Ordering Envelope**. The Maine State Planning Office, Waste Management & Recycling Program must receive your **Tracking Form** and check(s) by **May 26, 2004**. **ONLY** bin orders in multiples of 20 will be accepted.
- ☐ PLEASE double check that the number of check(s) and bin orders match the amount stated on the **Tracking Form**. **IMPORTANT -- please keep the checks in order** as they appear on the **Tracking Form**.

Delivering The Bins!

- ☐ You will be notified **when** your bins will be shipped to you. The bins will be delivered no later than June 25, 2004
- ☐ Have your copy of the **Compost Bin Tracking Form** available when bins are delivered (in exact multiples of 20 only).

Distributing the Bins!

- ☐ Distribute the bins to your residents at the predetermined date, time, and location.
- ☐ Look forward to the **2005 Backyard Composting Bin Sale!**